Process Name: Accounts Payable	**Process Identifier: AP**
Sub-Process Name: Invoice Processing	**Sub-Process Identifier**: AP-2

Sub-Process Purpose and Objectives: To process invoices in a timely manner

Sub-Process Description:

ONLINE STARS INVOICE
The vendor submits an invoice for goods or services rendered. Agency programmatic staff reviews and approves the invoice, certifies the receipt of the goods/services, and submits the documentation to the Agency Accounts Payable (AP) section. A final review of the documentation is performed and if the Agency AP section approves the documentation then a transaction is entered into STARS. If either the Agency AP or Agency programmatic staff rejects the documentation then a notification is sent to the vendor.

After the transaction is enter into STARS, the Agency AP section prints, signs, and forwards the voucher register to the Division of Accounts (Accounts). If the agency is subject to pre-audit, then Accounts reviews and updates the file as needed. After updating the file or if the agency is not subject to pre-audit, then the batch is released and the warrant file is updated. Agencies are subject to pre-audit if they have internal control issues or have had difficulty following established rules and procedures.

INTERFACE INVOICE
The vendor submits an invoice for goods or services rendered. Agency programmatic staff reviews and approves the invoice, certifies the receipt of the goods/services, and submits the documentation to the Agency Accounts Payable (AP) section. The programmatic staff person enters the invoice transaction and produces an interface file to STARS. A final review of the documentation is performed and the Agency AP section approves the documentation and corrects transactions as needed in STARS. After the transactions are corrected, Agency AP closes the batch, prints, signs and forwards the voucher register to the Division of Accounts. If either the Agency AP or Agency programmatic staff rejects the documentation then a notification is sent to the vendor.

Process Name: Accounts Payable	**Process Identifier: AP**
Sub-Process Name: Invoice Processing	**Sub-Process Identifier**: AP-2

Sub-Process Description Continued:

TOPS

The vendor submits an invoice for goods or services rendered. Agency programmatic staff review and approve the invoice, certify the receipt of the goods/services, and submit the documentation to the Agency Accounts Payable (AP) section. If the agency is using TOPS then the programmatic staff only enters a good receipt transaction into TOPS and forwards the documentation to the Agency AP Section. The Agency AP section will enter an invoice transaction into TOPS after reviewing and approving the documentation. A nightly interface file is produced from TOPS and sent to STARS.

Sub-Process Trigger(s):	**Key Sub-Process Participants:**
• Receive invoice from vendor • Desire to produce payment `	• Agency Programmatic Staff • Agency AP Staff • Division of Accounts • Vendor

Inputs:

Input	Format	Volume/Time	Suppliers
Invoices	Paper/Electronic	3 million sequences/year	Vendor

Outputs:

Output	Format	Volume/Time	Recipients
Payment	Electronic	3 million sequences/year	Accounts

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Process Name: Accounts Payable	Process Identifier: AP	
Sub-Process Name: Invoice Processing	Sub-Process Identifier: AP-2	
Pay vendor within 3 days of receipt of documentation in Accounts	Post audit 24 hours/Pre-audit 2 days	Three days
Must pay within 45 days or terms and conditions of the contract	Unknown	30 days
Laws, Regulations, and Policies That Govern Sub-Process: TCA 9-4-604		
Current Sub-Process Issues/Problems: None		
Improvement Opportunities:		
Opportunity *Merge cells to link one Opportunity to multiple impacts)*	**Organizational Impacts** *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	
Require all agencies to use TOPS or implement full ERP Procurement / eProcurement functionality	Constitutional change required for non-executive agencies and law change required for agencies exempted from using TOPS	L
Applications that Support the Sub-process		
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*	
STARS	STARS is KPMG's mainframe governmental accounting system. It is written in COBOL and uses an IMS database.	

Process: AP Accounts Payable	**File:** AP Processes.vsd
Sub-Process: AP-2 STARS Online Invoice	**Date:** 10/31/02
Prepared By: Salvaggio, Teal and Associates	**Page:** 1/1

Vendor

- Desire to Receive Payment
- Resubmit/Submit Invoice for Goods/Services Rendered
- Rejection Received
- End

Agency Programmatic Staff

- Vendor Invoice
- Approve Invoice → Yes
- Certify Receipt of Goods/Services
- Submit Documentation to Agency AP
- Rejection Received
- Send to Vendor

Agency AP

- Send Rejection Notification (No)
- Vendor Invoice & Certification
- Review Documentation
- Approve Request? → Yes
- Enter Transaction including Chart of Accounts Info.
- Print, Sign and Forward Voucher Register

Accounts

- TOPS Invoice
- Interface Invoice
- Voucher Register
- Pre Audit? → Yes
- Review and Update Transaction as Needed
- Release Batch
- AP-4 Disbursements
- No

STARS

- Pending Transaction File Updated
- Updated Transaction
- Batch Released
- Warrant Writing Information

Process: AP Accounts Payable	**File:** AP Processes.vsd
Sub-Process: AP-2 Interface Invoice	**Date:** 10/31/02
Prepared By: Salvaggio, Teal and Associates	**Page:** 1/1

Vendor

- Desire to Receive Payment
- Submit Invoice for Goods/Services Rendered
- No

Agency Programmatic Staff

- Vendor Invoice
- Approve Invoice → Yes
- Certify Receipt of Goods/Services
- Submit Documentation including Goods Rec. to Agency AP
- Rework Rejection
- Enter Invoice → 1
- Produce Interface File and Send to STARS → 2

Agency AP

- Send Rejection Notification → No
- Vendor Invoice & Certification
- Review Documentation
- Approve Request? → Yes
- Correct Transactions As Needed
- Close Batch
- Print, Sign and Forward Voucher Register
- Online Invoice

AGENCY SYSTEM

- 1 → System Updated for Invoice
- 2 → Interface File

STARS

- Interfaced Transactions
- Pending Files Updated
- Batch is Closed

Process: AP Accounts Payable	**File:** AP Processes.vsd
Sub-Process: AP-2 TOPS Invoice	**Date:** 10/31/02
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